

# **CEU PROCEDURES MANUAL**

for the period July 1, 1999 – June 30, 2004

**Connecticut State Board of Education - January 2001**

# **State of Connecticut**

John G. Rowland, Governor

## **State Board of Education**

Craig E. Toensing, Chairperson  
Janet M. Finneran, Vice Chairperson  
Amparo Adib-Samii  
David Agrawal  
Beverly P. Greenberg  
Michael Helfgott  
Terri L. Masters  
Timothy J. McDonald  
Jennifer Santiago  
Allan B. Taylor  
Annika L. Warren

Valerie F. Lewis (ex officio)  
Commissioner of Higher Education

Theodore S. Sergi  
Commissioner of Education

<b>I.</b>	<b>Responsibilities of Boards of Education</b>	<b>1</b>
	A. Application	
	B. Communicating Local and State CEU Policies	
<b>II.</b>	<b>Responsibilities of Organizations Applying to Become Approved CEU Providers</b>	<b>1</b>
	A. Application Procedures for Organizations other than Connecticut Public School Boards of Education	
	B. Application Submission	
	C. Renewal Process for Approved CEU Providers	
<b>III.</b>	<b>Issuing CEU Certificates – Boards of Education and Approved CEU Providers</b>	<b>4</b>
	A. CEU Provider Number and Mechanical	
	B. Record-keeping and Maintenance	
	C. Awarding CEUs and CEU Certificates	
	D. Activity Setting	

## Appendices

Description of Activity for CEUs form	11
Sample CEU Certificate of Completion	12
Sample CEU Transcript	13
CEU Coordinator Appointment Form	14
Statement of Assurances	15

---

To be used in conjunction with the  
*Connecticut Guidelines for the Issuance of Continuing Education Units Required for Certification*

This document, which contains changes in CEU activity codes on page 9 and several other minor changes, replaces the publication with the same title, dated September 1999.



**I. Responsibilities of Boards of Education****A. Application**

Boards of Education automatically have approved CEU Provider status. No application is required.

Appointment of a CEU Coordinator should be made on an annual basis. On or before August 15<sup>th</sup> of each calendar year, complete the CEU Coordinator Appointment Form and send it to the CEU Coordinator at the Connecticut State Department of Education.

**B. Communicating Local and State CEU Policies**

Boards of Education should notify staff about CEU policies, procedures, obligations and opportunities. It is recommended that local CEU information and state CEU policies and procedures as outlined in the *CT Guidelines for the Issuance of Continuing Education Units* required for certification, be made available in writing to staff.

**II. Responsibilities of Organizations Applying to Become Approved CEU Providers****A. Application Procedures for Organizations other than Connecticut Public School Boards of Education**

An organization, institution, agency or company, wishing to become an Approved CEU Provider, must apply to the Connecticut State Department of Education.

Organizations, institutions, agencies, and companies, in continuous existence for three (3) years or more, and eligible to apply for status as Approved CEU Providers, include:

- Local, regional, state and national educational and teacher centers
- Public and private colleges, universities, technical institutions, public community colleges accredited by a recognized national, regional, or state-accrediting agency
- Local, regional, state and national professional associations
- State and federal departments of education and other departments of government
- Private not-for-profit and for-profit organizations and companies

**INDIVIDUALS ARE NOT ELEGIBLE FOR APPROVED CEU PROVIDER STATUS.**

**B. Application Submission**

First-time applicants for Approved Provider status must submit the following:

- 1) Letter of intent signed by the President, CEO, or Dean;
- 2) Description of program(s) and specific activities to be offered; including description of how offerings qualify under CEU Activities for Educators (See publication, *Connecticut Guidelines for the Issuance of Continuing Education Units Required for Certification*) and in what manner the applicant will maintain CEU program records;
- 3) How the applicant will fulfill course content and responsibilities;
- 4) Description of evaluative procedures for activities;
- 5) CEU Coordinator Appointment form;
- 6) Statement of Assurances signed and dated by the President, CEO, or Dean.

Note: The following documents are included at the end of this section:

- CEU Coordinator Appointment form
- Statement of Assurances

Photocopy the *CEU Coordinator Appointment Form* and *Statement of Assurances*, complete the forms, and submit as part of the application. All signed documents must contain original signatures. If application is mailed via electronic mail, original signatures must be scanned on document page. Hard copies of both the *CEU Coordinator Appointment Form* and *Statement of Assurances* must be received via regular (postal) mail prior to final approval. Notification of approval or denial of status will be sent after the application is reviewed by Connecticut State Department of Education staff.

If approved, the following materials will be sent:

- CEU Provider number
- CEU Mechanical (to be used to produce stamp and advertising)

Submit application to:

CEU Coordinator – 243  
Bureau of Certification and Professional Development  
Connecticut State Department of Education  
P.O. Box 150471  
Hartford, CT 06115-0471

Within 60 days of approval as a CEU provider, provisions must be made in writing to the Connecticut State Department of Education, CEU Program, for continuing maintenance and accessibility of CEU records in the event of the dissolution of the approved organization or agency.

### **C. Renewal Process for Approved CEU Providers**

**The approved status of each provider is subject to annual review and renewal.** An approved provider must submit.

- A letter of intent to renew status as an Approved CEU Provider;
- A completed CEU Coordinator Appointment form; and
- Completed *Description of a Professional Development Activity for CEUs* form(s).

Upon receipt of the completed renewal information, Connecticut State Department of Education staff will review the required materials submitted during the course of the year. The materials required are discussed under Reporting, and include:

- Completed *Description of a Professional Development Activity for CEUs* form(s); and
- A sample advertisement, brochure of announcement with the CEU logo and number affixed, for each activity offered for CEUs.

Notification will be given as to the renewal status of the CEU Provider.

Lack of activity for any consecutive two-year period will automatically result in the revocation of status as an Approved CEU Provider.

If status is revoked for any reason, the CEU Provider must desist from using the CEU logo and stamp and return them to the CEU Coordinator, Connecticut State Department of Education.

### **Reporting**

A Copy of each *Description of a Professional Development Activity for CEUs* form (see page 11) , accompanied by a sample advertisement, brochure or announcement, must be sent the CEU Coordinator, Room 243, Bureau of Certification and Professional Development, Connecticut State Department of Education, P.O. Box 150471, Hartford, CT 06115-0471, as follows:

- For activities completed July – December, submission must be made by December 31<sup>st</sup> of that year;
- For activities completed January – June, submission must be made by June 30<sup>th</sup> of that year.

Do not include attendance, sign-in sheets, presenter resumes, or other materials not requested in this mailing.

If no activities have taken place, a *Description of a Professional Development Activity for CEUs* form must be submitted stating, "No Activity". The name of the approved provider, provider number and signature of the Approved Provider CEU Coordinator must be included on the form.

Failure to submit the *Description of a Professional Development Activity for CEUs* form and related advertising, brochures, or announcements, for each activity offered for CEUs, will jeopardize the approval status of the CEU Provider.

### **III. ISSUING CEU CERTIFICATES** **BOARDS OF EDUCATION AND APPROVED PROVIDERS**

#### **A. CEU Provider Number and Mechanical**

It is the responsibility of all CEU Providers to:

Make a rubber stamp bearing the official Connecticut CEU logo and the Provider Number (at the Provider's expense). The use of the Provider Number and stamp is strictly limited to activities offered by the Approved Provider to whom it is issued. Other uses are prohibited and may result in the revocation of approval status.

Affix the Connecticut CEU logo to all publications, advertisements, brochures and announcements related to activities offered for CEUs.

Stamp all CEU Certificates with the stamp. All CEU Certificates **must be stamped with a color other than black**. CEU Certificates not bearing the official stamp are not valid and may not be used by participants for the purpose of license renewal. If the stamp is lost or stolen, report the loss to the CEU Coordinator, Connecticut State Department of Education, Hartford, CT. A new CEU number and logo will be issued and sent to you. The old provider number will be inactivated.

#### **A. Record Keeping and Maintenance**

##### **1. Record Keeping Process**

A provider may use whatever system it feels appropriate to maintain its CEU records. **Note:** The CEUMS computer maintenance system issued by the Connecticut State Department of Education beginning in 1989, is not year 2000 Compliant (Y2K). This includes all CEUMS software versions 1.0-2.3 issued by the Department. The Department, its representatives, and employees, will be held harmless from any claims resulting from loss or damage to any documents or as a result of continued use of this



system to this or any related hardware or software system. Approved CEU Providers and/or Boards of Education are responsible for maintaining the required CEU documentation in the absence of the CEUMS maintenance system. Records may be kept in any manner that Approved CEU Providers and/or Boards of Education deem appropriate and are consistent with the policies and procedures outlined in the *Connecticut Guidelines for the Issuance of Continuing Education Units Required for Certification* and elsewhere in the *Procedures Manual*.

## **2. Required Records**

The following materials must be kept on file by the approved CEU Provider organization for each activity offered. Additional materials may be retained that document an activity.

- A completed *Description of a Professional Development Activity for CEUs* form;
- A resumé or reasonable substitute of the presenter(s), if appropriate;
- Promotional Materials;
- Evaluations;
- Attendance records/participant records of completion.

## **3. Attendance**

Attendance must be taken at all activities offer for CEUs. Records of attendance must be verified and reported for each session, workshop, or activity and participant in a manner appropriate to the calculation of time-on-task. Attendance records (and/or other supporting documentation stating the duration and/or completion of an activity) must be used to calculate the number of CEUs award to each participant and must accurately record time-on task. If attendance verification is other than a participant sign-in/sign-out, the presenter/trainer or representative must sign off on the attendance, attesting to the accuracy of the records.

It is the responsibility of the provider to maintain attendance records and records of completion for each activity for a minimum of 15 years after the completion of the activity. These records may be requested at any time during that period by the Connecticut State Department of Education.

## **C. Awarding CEUs and CEU Certificates**

### **1. Participation Requirements**

CEUs are calculated based upon successful completion of an activity, as stated in the objectives or outcomes specified for an activity. The clock hours of participation are used to calculate the number of CEUs to be awarded.

- 100% participation is required for activities of 5 hours or less;
- 80% participation is required for activities of more than five hours, if extenuating circumstances exist, preventing the participant from completing the activity, e.g., illness, emergency situations.

Attendance policies should be stated prior to the start of an activity. A provider may stipulate that 100% attendance and participation is required to receive CEUs for any activity.

A provider may accept make-up work for time and content missed in order to award CEUs to the participant.

## **2. Calculation of CEUs for Approved Private Providers**

To determine the number of contact hours or the duration of an activity, count the hours of the program, subtract breaks, lunches and other activities not directly part of the instruction experience or learning objective. Only complete instructional hours are considered in assigned CEUs. **Fractions of hours are disregarded.**

Examples:      2 contact hours = .2 CEUs  
                    8 ½ contact hours = .8 CEUs  
                    17 ¾ contact hours = 1.7 CEUs  
                    17 contact hours = 1.7 CEUs

## **3. Colleges and Universities**

By definition, a CEU is used to document successful participation in a not-for-college credit professional development or continuing education activity. CEUs or college credits may be awarded to an individual for successfully completing an activity. Courses being offered for CEUs and courses being offered for college credit should clearly be distinguished from one another in any promotional materials.

Prior to the start of an activity, the specific learning outcomes or objectives must be clearly stated to registrants. The outcomes or objectives must be consistent with the CEU guidelines and activities for educators outlined in this publication. CEU Certificates issued for activities not appropriate to public school teachers and administrators will not be valid for, or applicable to, teacher certification requirements. Note: Any participant registered in an activity for which CEUs are offered is entitled to receive a CEU Certificate upon request and successful completion of the activity.

## **4. CEU Certificates**

It is the responsibility of approved provider of CEUs to issue a CEU Certificate of

Completion (CEU Certificate) at the end of an activity to every participant successfully completing an activity. Certificates must be issued within **90 days** after completion of an activity.

The title of the workshop/activity on the CEU Certificate needs to accurately reflect the content of the activity. CEU Certificates are audited to determine whether or not professional educator certificate holders have met the requirements for the endorsements they are serving under. In addition to accurately assigning the activity identification number, a clear and definitive title is critical to the audit process and the renewal of a professional educator certificate.

**Each Certificate must be stamped with the provider's CEU stamp in a color other than black.**

**Each CEU Certificate bears:**

- 1) The name and the CEU Approved Provider number of the approved provider;
- 2) The name and social security number of the recipient of CEUs;
- 3) The title, brief descriptor about activity, **activity identification number**, location of activity, completion date of the activity;
- 4) The number of CEUs awarded for successful participation in the activity;
- 5) CEU Stamp in a color other than black

Failure to include the specified information on the CEU certificate invalidates the certificate. Providers are required to correct invalid certificates due to incomplete or incorrect information. A sample Certificate of Completion is presented on page 12.

If a participant losses or destroys a CEU certificate and requests a replacement, it is the responsibility of the provider to supply a replacement. All reissued CEU certificates should have on the bottom/front side of the certificate: **Reissued/Date/Signature of CEU Coordinator.**

## 5. CEU Transcripts

Providers must keep on file, records of completion for all participants successfully completing activities for CEUs under that approved provider number. Individualized transcripts must be provided upon request, which list all the CEU activities an individual has completed or registered for with that provider. Providers are not required to track, monitor, or keep on file, the CEU records issued by other providers for an individual. A sample transcript is presented on page 13.

A CEU transcript, subject to the State of Connecticut Freedom of Information Act, must contain the following:

- The name, provider number, telephone number and address of the approved provider;
- The name and social security number of the participant;
- A listing of titles and identification numbers of completed CEU activities;
- The completion date of each activity;
- The number of CEUs awarded for each activity;
- The cumulative total of CEUs awarded for the activities listed.

#### 6. Assigning ID numbers to activities granting CEUs

Refer to *The Connecticut Framework, K-12 Curricular Goals and Standards* and the *Connecticut Guidelines for the Issuance of Continuing Education Units Required for Certification* for specific content area information. The activity ID numbers listed in this manual replace all previous ID numbers. Old ID numbers may only be used to validate, create/replace CEU certificates from earlier CEU cycles.

#### **Assigned activity numbers for activities are 11 digits as follows:**

- Digits 1, 2, and 3: The assigned provider number, followed by a dash.  
 Digits 4 and 5: The current fiscal year, followed by a dash.  
 Digits 6, 7, and 8: The three-digit number most closely describing the topic of the activity, followed by a dash. (See Activity Topics and ID Numbers, pp. 8 and 9)  
 Digits 9, 10 and 11: The section number of the activity.

Example: 220-95-202-003: Provider #-Took place FY 95 – music activity – third music section of year

#### **Activity topics and ID Numbers – 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> digits of CEU activity codes**

code	topic	code	topic	code	topic
001	Adult education	024	Effective schools	051	Restructuring schools
003	Alternate schools	025	Effective teaching & instructional strategies	052	School approval and accreditation
007	Career education	028	Evaluation of programs	053	School psychology
015	Cooperative learning	031	Gifted and talented	059	Special education
016	Cooperative work	032	Guidance and counseling	061	Study skills
019	Curriculum development process	048	Peer coaching	064	Testing
023	Early childhood	041	Management skills	066	Thinking skills

#### **Codes/Topics for Specific Certification Requirements**

<b><u>Early Childhood (N-3) &amp; Elementary-Code 301-</u></b> Training in the teaching of reading and reading readiness and assessment of reading performance, including methods of teaching language skills necessary for reading, reading comprehension skills, phonics & the structure of the English language.	<b><u>Elementary and Middle Grades - Code 302</u></b> Training in the use of computers in the classroom.  <b><u>Bilingual – code 303</u></b> Continuing education in language arts, reading and mathematics.	<b><u>Bilingual – Code 304</u></b> Continuing education in the subject area.  <b><u>Intermediate Administration or Supervision – Code 305</u></b> Training in the evaluation of teachers.
---	--	---

Activity Topics and ID numbers-6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> digits of ceu activity codes (continued)		<b>Science</b>		<b>Technology Education</b>	
<b>The Arts</b>		<u>code</u>	<u>topic</u>	<u>code</u>	<u>topic</u>
code	topic	235	Nature of Science	264	Economics
201	Dance	236	History of Science	265	Career Awareness
202	Music	237	Living Things and Their Environments	266	Problem Solving/Research and Development
203	Theatre	238	Units of Structure and Function	267	Leadership
204	Visual arts	239	Relationships of Structure and Function	268	Materials and Processes
<b>Health and Safety</b>		240	Cycles of Life	269	Communications Systems
code	topic	241	The Earth	270	Production Systems
205	Healthy/active life	242	Water	271	Transportation Systems
206	Injury/disease prevention	243	The Earth's Atmosphere	272	Enterprise
207	Human growth & Development	244	The Universe	273	Engineering Design
208	Substance abuse prevention	245	Structure of Matter	<b>World Languages</b>	
<b>Language Arts</b>		246	Energy	<u>code</u>	<u>topic</u>
code	topic	247	Interaction of Matter and Energy	274	Communication
209	Reading and responding	248	Science and Technology Social Studies	275	Communication
210	Producing texts	<b>History</b>		276	Communication
211	Applying english language Conventions	<u>code</u>	<u>topic</u>	277	Cultures
<b>Learning Resources &amp; Information Technology</b>		249	Historical Thinking	278	Connections
code	topic	250	Local, United States and World History	279	Connections
212	Defining information needs	251	Historical Themes	280	Comparisons Among Languages
213	Information systems	252	Applying History	281	Comparisons Among Cultures
214	Information strategies	Civics and Government		282	Communities
215	Information processing	<u>code</u>	<u>topic</u>	<b>Additional Topics</b>	
216	Application	253	United States Constitution and Government	<u>code</u>	<u>topic</u>
217	Evaluation	254	Rights and Responsibilities of Citizens	283	CCL-Common Core Learn
218	Responsible information use	255	Political Systems	284	CCT-Common Core Teach
<b>Mathematics</b>		256	International Relations	285	CMT
code	topic	<b>Geography</b>		286	CAPT
219	Number Sense	<u>code</u>	<u>topic</u>	287	BEST
220	Operations	257	Places and regions	288	Cooperating Teacher
221	Estimation & Approximation	258	Physical Systems	289	Curriculum Design
222	Ratios, Proportions & Percents	259	Human Systems	290	Instructional Strategies
223	Measurement	260	Human and Environmental Interaction	291	Use of Materials
224	Spatial Relationships & Geometry	<b>Economics</b>		292	Teacher Visitations
225	Probability & Statistics	261	Limited Resources	293	School-wide Improvement Initiative
226	Patterns	262	Economic Systems	294	CEU Equivalents (BOE only)
227	Algebra & Functions	263	Economic Interdependence	295	Service Specific State Role
228	Discrete Mathematics			296	Other
<b>Physical Education</b>				297	Coaching (Athletics)
code	topic			298	English as a Second Language
229	Physical Activity				
230	Human Movement				
231	Fitness				
232	Responsible Behavior				
233	Respect for Differences				
234	Benefits of Physical Activity				

**B. Activity Setting**

Activities should be offered in a setting appropriate to achieving the learning objectives. The physical location should be appropriate to the delivery of the course content. An activity may occur in what is generally understood as a “traditional classroom,” may take place in a number of physical locations, or be a series of sessions in a “virtual environment” on the World Wide Web. Content may be delivered directly through an instructor/presenter or facilitated by persons in the same geographic area, or through a distance learning delivery system, for example, videotape or satellite downlink.

Attendance procedures specific to the accurate calculation of time on task to achieve the learning objective apply regardless of the delivery system or the setting. An example could be: A CEU activity takes place in a virtual classroom on the World Wide Web. The subject is math manipulatives specific to an elementary classroom setting. Server logs could be used to accurately track time on task. Class participation, as well as submission of the required work, would be involved in assessing whether or not a participant has successfully completed the activity. Participant logs and journals might help substantiate and supplement these materials. Again, it should be stressed that activities should be offered in a setting appropriate to achieving the learning objective, where the physical location is appropriate to the delivery of the course content and attendance for each participant is accurately calculated in order to issue the correct number of CEUs.

**DESCRIPTION OF A PROFESSIONAL DEVELOPMENT ACTIVITY FOR CEUs**

This form or its equivalent is to be used to document each activity for which CEUs are awarded. Use additional pages if necessary.

---

**NAME APPROVED PROVIDER**


---

**PROVIDER NO.**
**TITLE OF ACTIVITY****ASSIGNED ACTIVITY NUMBER:**

--	--	--	--	--	--	--	--	--	--	--

**Activity Start Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_**Activity End Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of Sessions: \_\_\_\_\_

Evaluation completed: (date) \_\_\_\_\_

Dates of sessions:

**Total Contact Hours:** \_\_\_\_\_  
 (Include only *time on task* in calculation)

**No. CEUs Awarded:** \_\_\_\_\_  
 (Based upon total contact hours)
**Date CEU Certificates Issued:** \_\_\_\_/\_\_\_\_/\_\_\_\_**Total No. Participants Awarded CEUs:** [       ]**Name(s) of Presenter(s) (If Applicable):**


---

**Appropriate Focus:** (Cite specific reference to *CT Framework*, *CT Common Core of Learning*, *CT Common Core of Teaching* and *CT Guidelines for Teacher Evaluation & Professional Development*.)

---

**Learning Outcomes:** (As a result of participating in this activity, a participant will)

- \_\_\_\_\_

**Effect on Improved Student Learning:** (As a result of this activity indicate how student learning may be improved)

- \_\_\_\_\_

**Additional Requirements for Successful Participation/Completion:**

- \_\_\_\_\_

**Describe Evaluation Methodology:** \_\_\_\_\_

---

**CEU Coordinator Signature**


---

**Date**

**SAMPLE CEU CERTIFICATE OF COMPLETION**

**CSDE APPROVED CEU PROVIDER #573**

**WESTFIELD EDUCATION  
CENTER**

**32 WEST CENTER ROAD  
JACKSONVILLE, CONNECTICUT 00123**

**CERTIFIES THAT**

**DAVID D. SMITH  
(SSN#)**

**HAS COMPLETED ACTIVITY #999-89-999-99  
PROBLEM SOLVING SKILLS**

**(Short Activity Description)**

**ON 07/00/00**

**AND IS HEREBY AWARDED**

**1.0 CEU**

**(OFFICIAL CEU STAMP AFFIXED)**



**SAMPLE TRANSCRIPT**

CSDE APPROVED CEU PROVIDER #573

WESTFIELD EDUCATION CENTER  
32 WEST CENTER ROAD  
JACKSONVILLE, CONNECTICUT 00123TRANSCRIPT  
CONNECTICUT CONTINUING EDUCATION UNITS

AWARDED TO

NAME: SMITH, DAVID SSN: 000-00-0000  
DISTRICT/ORGANIZATION: CENTREVILLE  
APPROVED PROVIDER NUMBER: 000  
(For Boards of Education) SCHOOL: F.D. CASSETTE ELEMENTARY  
(For Boards of Education) DISTRICT CODE: 000 SCHOOL CODE: 00

ACTIVITY #	ACTIVITY TITLE	COMPLETION DATE	CEU	CUM
000-00-000-000	PROBLEM SOLVING SKILLS	12/03/00	1.0	1.0
000-00-000-000	ADJUSTING TEACHING STYLES	10/11/00	1.5	2.5
000-00-000-000	MICROCOMPUTER BASED CHEMISTRY LABS	05/05/01	0.5	3.0
000-00-000-000	ADVANCES IN CHEMISTRY	08/15/02	0.3	3.3
000-00-000-000	SPECIAL NEEDS STUDENTS	10/24/02	1.5	4.8

DATE OF REPORT: 12/30/02 CUMULATIVE TOTAL: 4.8

(OFFICIAL CONNECTICUT CEU PROVIDER STAMP)

(SIGNATURE AUTHORIZED AGENT OR REPRESENTATIVE OF BOARD OF EDUCATION OR  
ORGANIZATION)

Connecticut State Department of Education  
Division of Teaching and Learning  
Bureau of Certification and Professional Development

**CEU COORDINATOR APPOINTMENT FORM**

**Instructions: Indicate your appointment for CEU Coordinator; or verify the reappointment of the CEU Coordinator; and sign and mail (or fax) completed form. Mail/Fax to: CEU Coordinator, Room 243, Bureau of Certification & Professional Development, Connecticut State Department of Education, Box 150471, Hartford, Connecticut 06115-0471/Fax: (860)566-8929.**

Board of Education/Organization Name:

---

Provider No: (If Reappointment/renewal) \_\_\_\_\_  
Organization General Subject Area (not applicable to Board of Education):

---

Board of Education/Organization Address: \_\_\_\_\_

---

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Internet URL (Web Site): \_\_\_\_\_

Superintendent/President/Appointing Principal Officer Name:

---

President/Appointing Principal Officer Title: \_\_\_\_\_

CEU Coordinator Name: \_\_\_\_\_

CEU Coordinator Position/Title: \_\_\_\_\_

CEU Coordinator Mailing Address: \_\_\_\_\_

---

Coordinator Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*I appoint the person listed above as CEU coordinator.*

---

Superintendent/Headmaster/President/CEO/Dean Signature

Date

Connecticut State Department of Education  
Division of Teaching and Learning  
Bureau of Certification and Professional Development  
Continuing Education Units (CEUs)

### **STATEMENT OF ASSURANCES**

To be used in conjunction with the initial application to become an Approved CEU Provider, or as part of the renewal as an Approved CEU Provider.

The Applicant:

---

(Name of Agency/Organization/Business)

Hereby Assures That:

1. The above named agency, organization, business, company, certifies that it has been in continuous existence and conducted business for the previous three years consecutively, or more.
2. The applicant has the authority to apply for and accept Connecticut State Department of Education approval as a CEU Provider.
3. The filing of this application has been authorized by the governing body of the applicant, or in the absence of a governing body, by the chief officer of the applying organization, and the undersigned official has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.
4. The Connecticut State Department of Education CEU logo and assigned provider number will be placed on all promotional or descriptive material pertaining to the awarding of CEUs to Connecticut teachers.
5. A rubber stamp or its equivalent displaying the Connecticut State Department of Education CEU logo and assigned provider number will be used to validate all CEU certificates of completion and transcripts.
6. The program will operate in compliance with all applicable state laws, regulations and other policies and administrative directives of the Connecticut State Board of Education and the Connecticut State Department of Education.
7. Participants will not be charged an additional fee beyond any registration fee in order to receive CEUs.
8. Documentation of activities will be sent to the Connecticut State Department of Education, as required.
9. For purposes of monitoring, a designated representative of the Connecticut State Department of Education will be allowed, without cost, to participate in an activity being offered for CEUs.
10. A specific individual will be designated as the Approved Provider CEU Coordinator.
11. Only activities that meet state CEU specific regulations and are directly related to public school educational program goals and job responsibilities will be offered for CEU credit, and records will be kept for each offering as required by the Connecticut State Department of Education as outlined in this document and the *Connecticut Guidelines for the Issuance of Continuing Education Units Required for Certification*.

12. Within 60 days of approval as a CEU provider, provisions will be made in writing to the Connecticut State Department of Education for continuing maintenance and accessibility of CEU records in the event of the dissolution of the approved organization or agency.
13. CEU certificates of completion will be awarded within 90 days of completion of a CEU activity, and only to participants who have successfully completed an activity offered for CEUs.
14. The applicant will protect and save harmless the State Department of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for approval.
15. Permanent records of CEUs awarded will be maintained from which transcripts will be available upon request.
16. CEU records, including but not limited to attendance, course syllabi, presenters' resumes, evaluations, will be kept on file, either electronically or in hard copy, by the provider for a period of not less than fifteen years.
17. It is understood that approval as a CEU provider is awarded for a period of time to be stipulated by the Connecticut State Department of Education, to be continued upon application as designated by the Connecticut State Department of Education, and that provider status may be withdrawn at any time if just cause is present and/or if policies and regulations are not followed.
18. The applicant agrees and warrants that in carrying out the responsibilities of an approved CEU provider, the applicant will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, sex, mental retardation or physical disability, including, but not limited to blindness, unless it is shown by such provider that such disability prevents performance of the work involved in any manner prohibited by the laws of the United States or of the State of Connecticut.
19. It is further understood that any damages, lost or destroyed records, resulting from the use of any software or hardware that may or may not be Y2K Compliant is solely the responsibility of the Approved Provider and not the Connecticut State Department of Education and that the Approved Provider will maintain records in a manner appropriate to submitting the required reports, forms and any additional materials as the Department may require.
20. The applicant will institute procedures protecting the privacy of a CEU participant's social security number.

I, the undersigned authorized official, hereby certify that these assurances shall be fully implemented.

Signature: \_\_\_\_\_  
(President/CEO/Dean)

Name/Title (Typed): \_\_\_\_\_

Date: \_\_\_\_\_

**Connecticut State  
Department of Education**

**Division of Teaching and Learning**

Betty J. Sternberg  
Associate Commissioner

**Bureau of Certification and Professional Development**

Hilary E. Freedman  
Chief

It is the policy of the Connecticut State Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, mental retardation or past/present history of mental disorder, learning disability or physical disability.